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BF-107

FILED 22 1955

MEMORANDUM FOR: Chief, Technical Accounting Staff
Comptrollers Office

SUBJECT: Employee Index No. - Meeting Notes for Discussion

1. The need for and advantages to be derived from the establishment, maintenance, and use of a permanent serial number assigned to an employee for the duration of his employment in the Agency and the re-assignment of the same number to an employee who resigns and is re-employed after X number of years, are known. This paper for purposes of discussion will cover only a suggested procedure for the making such an "employee index number" effective, the scope of its use and the security factors to be considered.

2. The suggested procedure is as follows:

a. Type of Serial Number

The number to be used will be basically the five digit serial number now assigned to each Staff E employee for positive identification and used together with the employee's true name for personnel statistical and record-keeping needs.

The "personnel serial number" is permanently assigned and is not changed when an employee transfers from vouchered to unvouchered funds or visa versa. Since this number has already been in use for a large volume of work, it is suggested that it be utilized.

b. Scope of Use

The only difference between the "personnel serial number" and the proposed "employee index number" would be the scope of use. Under the proposed procedure the "employee index number" would be used not only for personnel accounting, but for all accounting and record-keeping functions which for positive identification and facilitating punched-card machine operations, require a number to be used in addition to or in lieu of the employee's name.

If the "employee index number" is made effective, it could replace all other "serial numbers" now in use such as the Vouchered Payroll Number, Unvouchered Payroll Number, Personnel Serial Number (as such), etc.

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The Index number would be used only for Fiscal and Personnel Accounting and Record-keeping purposes within the Office of the Comptroller and Director of Personnel. Under no circumstances would it be used in connection with a true name on unclassified forms, correspondence or cables which go outside of the Agency such as "Employee Statement of Earnings and Deductions."

c. Procedure

An outline of the general procedure (detailed operating procedures must be developed) which has been discussed for establishing and maintaining the Index number, is as follows:

- (1) The Director of Personnel will be responsible for maintaining the necessary register of names and Index numbers; assigning numbers to new employees; and re-issuing numbers which become available through resignation.
- (2) The Index Number Register itself will be composed of three sets of tabulating cards each punched with a serial number. As required, numbers from the unassigned file (Set #1) will be assigned by withdrawing a card from the file and punching in that card the name of the employee to whom the number is assigned (Set #2). This card will then be reproduced to make up a third set of name and assigned numbers cards. Set #2 will be filed alphabetically and the Set #3 will be filed in Index number sequence. The first set will be composed of unassigned numbers filed in numerical sequence and will be termed "Unassigned Index Number Register."
- (3) The above described three sets of cards will form the Index number control. The assigned Index numbers will also be noted in the personnel jacket of the employee. Alphabetical and numerical lists will be made from assigned numbers files and furnished to the Fiscal, Finance, and Machine Records Divisions of the Comptrollers Office for necessary reference purposes.
- (4) The Index number will be placed on all T&A documents, personnel action source documents, and other accounting and record-keeping documents as required. (The detailed operating procedures for accomplishing this must be developed.)

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d. Security Factors

The Index number has been approved by the Security Office for use in connection with Vouchered and Unvouchered Staff Employees. It has not been approved for use in connection with Staff Agents. (See attached copies of correspondence between Management Staff and Security Office.)



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Chief, Business Machines Service
Management Staff

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